

PHA INBOX PAGE

The PHA Inbox page features an archive table containing links to all the MASS submissions that have been created for a specific PHA, including any current draft submission that has not yet been validated and sent to HUD. If no MASS submission has been started, the PHA Inbox table will be empty.

The submissions that appear in any given Inbox (see example below) are 'attached,' under REAC document security, to a user's system ID. Therefore, these submissions will only appear for that user or for a user with access authority for that PHA. Likewise, a user cannot view submissions for PHAs for which that user has no access authority.

PHA Inbox

[New Submission](#)[Bottom of page](#)

| PHA Code | PHA Name | Fiscal Year End | Status | Submission type |
|----------|---|-----------------|--------|-----------------|
| CA035 | Housing Authority of the City of San Buenaventura | 9/30/1999 | review | submission |
| CA035 | Housing Authority of the City of San Buenaventura | 9/30/2000 | draft | submission |

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[Customer Service Center](#)

The PHA Inbox table consists of five columns:

- **PHA Code** - the code assigned to a PHA by HUD.
- **PHA Name** - the official, legal name by which the PHA is known.
- **Fiscal Year End** - the month and day that the PHA's fiscal year ends (either 3/31, 6/30, 9/30, or 12/31), and the four-digit year for which that submission is reporting. The year is generally the key-identifying element for an individual submission, as MASS submissions are usually made only on an annual basis, re-submissions being the exception.
- **Status** - shows one of four levels of completeness for a submission:
 - *Draft* - the submission is in progress. Changes may be still be made by any authorized user.
 - *Validated draft* - the submission has been completed, and validated, but not yet sent to REAC. Only the PHA Executive Director may make changes to a submission with this status.
 - *Review* - the submission has been completed, validated, and sent to REAC. No further changes may be made to a submission with this status.
 - *Reject* - the submission has been reviewed, and rejected, by REAC.

- **Submission Type** - shows one of four classifications for a submission:
 - *Submission* - a standard, electronic MASS submission
 - *Manual Submission* - a PHA has requested, and REAC has approved, that the MASS submission be created manually, on paper, and sent by mail to REAC.
 - *Re-Submission* - A second electronic MASS submission for a given fiscal year, the initial electronic submission having been rejected by REAC.
 - *Manual Re-Submission* - A second manual MASS submission for a given fiscal year, the initial manual submission having been rejected by REAC.

Other Features of the PHA Inbox Page

Aside from the archive table, there are four links on the PHA Inbox page:

- *Bottom of Page* and *Top of Page*, located in the upper and lower right corners of the page, respectively, are navigation links that, when clicked on, will automatically take the user to either the bottom or the top of the PHA Inbox page. These will become useful as the Inbox table gets larger.
- Clicking on the *Customer Service Center* link, at the bottom of the page will open the Web page for the REAC Customer Service Center (See Appendix F).
- The *New Submission* link, in the upper left of the page, is the starting point for creating a new MASS submission.

Beginning a New MASS Submission

To begin a new MASS submission, click on the *New Submission* link in the upper left corner of the page. This opens the Set Up PHA Information page.

| | |
|--------------------------------|----------|
| New Submission | |
| PHA Code | PHA Name |

Opening an Existing MASS submission

Existing individual MASS submissions are accessible via Web links under the PHA Name column in the Inbox table. To enter an existing submission, click on the link in the row of the desired submission.

| PHA Code | PHA Name |
|----------|---|
| OH023 | London Metropolitan Housing Authority |
| OH023 | London Metropolitan Housing Authority |

- The submission will open to the page for the first sub-indicator for that submission. If the submission has draft or validated draft status, changes may be made to the existing submission (See “Status,” above).
- To return to the PHA Inbox from the submission page, click on the “Inbox” tab at the top of the submission page. (See “Moving Between Pages in MASS,” “Tabs,” page 9)